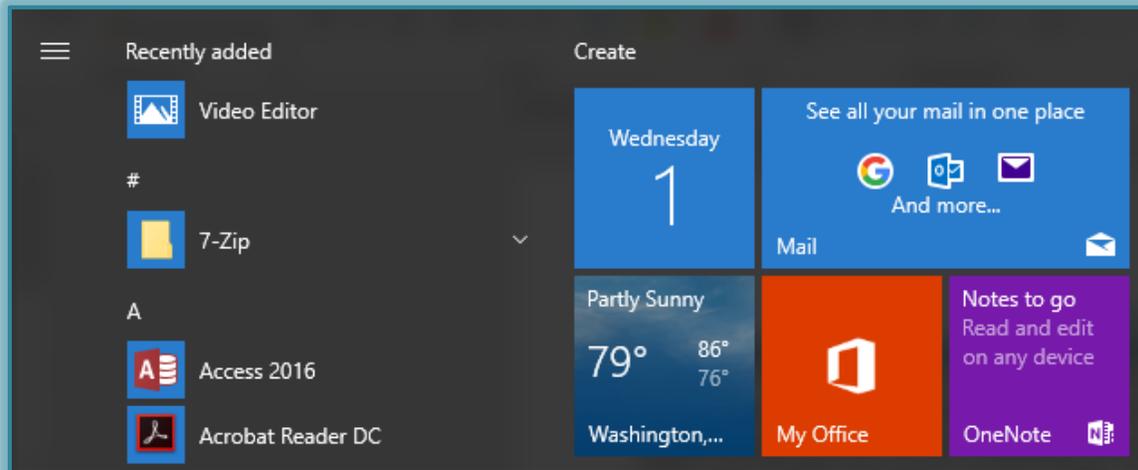


START MENU COMMANDS

The Start Menu is the central link to the computer's programs, management tools, and file storage structure. The Start Menu can be opened by clicking the **Start Button** (see illustration at right) on the far left of the **Taskbar** or by pressing the **Windows** icon on the left or right side of the spacebar. Some of the items described in the table may have been turned off when Windows 10 was installed on the computers.



Item	Description
All Programs	<ul style="list-style-type: none"> † This menu provides access to all of the programs and utilities that are installed on the computer. † These programs include: <ul style="list-style-type: none"> ✦ Programs installed as part of Windows 10. ✦ Programs installed by the computer manufacturer. ✦ Programs installed by you on the local computer.
Pinned Items Area	<ul style="list-style-type: none"> † The icons on the right side of the Start Menu displays the items that are pinned. † The area is used to quickly access specific programs, folders, or files. † Links to these items can be added and removed from this area. † For information on adding items to the Pinned Items list, see the Pin Items to the Start Menu section of this document.
Jump List Indicator	<ul style="list-style-type: none"> † These are lists of recent items, such as files, folders, or websites, organized by the program that was used to open them. † Favorite items can be added (Pinned) to the Jump List so that they can be easily accessed. † This function is not active on the Windows lab computers but can be made active on your local computer.

Item	Description	
Start Menu Search Box	<ul style="list-style-type: none"> ✦ This feature provides a Search box that can be used to find programs, files, folders, and email messages that are stored on the computer. ✦ This Search box is located to the right of the Start Menu where it says Type here to search. ✦ To locate an item, start inputting the information into the Search box or click the microphone on the right side of the Search box and tell Cortana what you want. ✦ A list of items or folders containing the input text will appear in the Start Menu. 	
Power Button Options	<ul style="list-style-type: none"> ✦ This area is used to Shut Down the computer, to Restart the computer, or to put the computer to Sleep. ✦ Right-click on the icon to see the available options. 	
Settings	<ul style="list-style-type: none"> ✦ To open the Settings window, select this option. ✦ This area is used to change options for printers, the Taskbar, the Start Menu, plus other Windows features. ✦ A window will appear with icons to all the categories where changes can be made. 	
Name Options	<ul style="list-style-type: none"> ✦ To Lock the computer, Sign out of the computer, or Switch Users, select this option. ✦ Right-click on the icon to see the available options. 	

START MENU-CUSTOMIZE

The Start Menu is the central link to the computer's programs, management tools, and file storage structure. The Start Menu can be opened by clicking the **Start Button** (see illustration at right) on the far left end of the **Taskbar** or by pressing the **Windows** icon at the left of the spacebar.



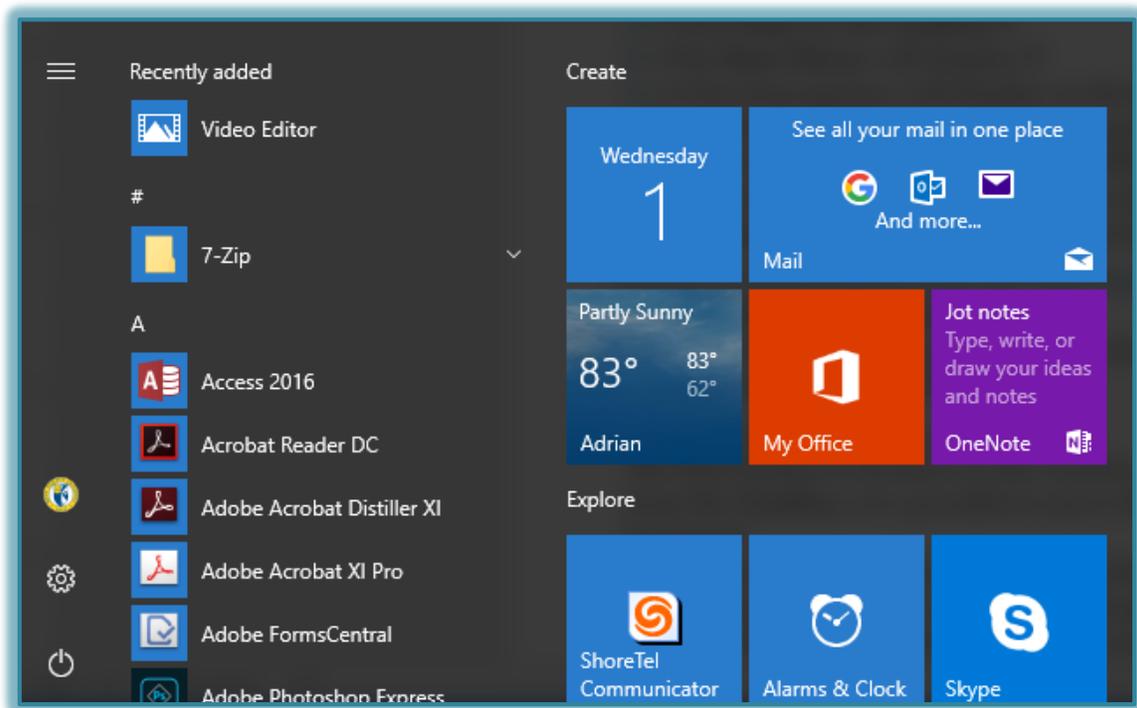
Customize the Start Menu

The tiles on the right side of the Start Menu can be customized to meet individual likes and needs. Items can be pinned to the Start Menu. The items can be arranged in any order and new categories can be added.

Pin Items to the Start Menu

One of the ways to create shortcuts to frequently used programs is to pin them to the Start menu. To do this:

- ✦ Click **Start** on the **Taskbar**.
- ✦ The **Start Menu** will display (see illustration on next page).
- ✦ A list of programs will display on the **left side** of the **Start Menu**.
- ✦ Scroll down the list to locate the program that is to be pinned to the **Start Menu**.
- ✦ Right-click on the program such as **Word** or **Excel**.



- ✦ Choose **Pin to Start Menu** from the shortcut menu list that appears.
- ✦ The item will appear in the group of tiles on the right side of the Start Menu.

Remove Pinned Items from the Start Menu

- ✦ Click **Start** on the **Taskbar**.
- ✦ Right-click on the program icon for the program that is to be removed.
- ✦ Choose **Unpin from Start Menu**.

Work with Tiles

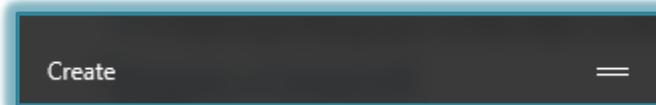
The tiles on the right side of the Start Menu can be arranged in different orders. It is also possible to arrange the tiles in categories or to move tiles from one category to another.

Rearrange Tiles

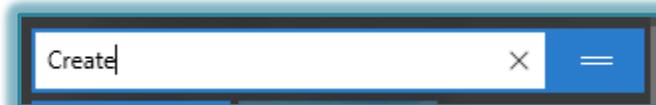
- ✦ Click the **Start Menu** button.
- ✦ Click and drag any of the tiles to the desired location.

Rename a Category

- ✦ Click on the **Category**.



- ✦ Highlight the text in the box.



- ✦ Input the **New Category Name**.

Create a new Category

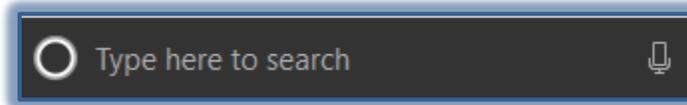
- ✦ Add a new icon to the Start Menu.
- ✦ A new category will be added.
- ✦ Click on the **Category Name** box.
- ✦ Input a **New Category Name**.

START MENU--WINDOWS SEARCH BAR

With Windows 10, it is possible to search for documents, programs, or information on Windows features directly from the Windows Search Bar.

Input Information

- ✦ Click the **Search Bar**.



- ✦ In the **Search** box, input a **word** or **phrase**.
- ✦ A list of items that match the **Search** will appear in the right frame of the **Start Menu**.
- ✦ Click the item in the right frame that matches the **Search** results.
- ✦ The item will open in the appropriate program.

With Microphone

- ✦ Click the **Microphone** icon in the **Search Bar**.
- ✦ A list of options will appear.
- ✦ If searching for a program, the program will open.
- ✦ When searching for a topic, a list of videos or Web sites will appear.

START PROGRAM FROM START MENU

The real work to be performed in the Windows 10 environment starts with the software that can be run on the computer. There are several different ways that programs can be started. This section will describe the different ways that a program may be opened from the Start menu.

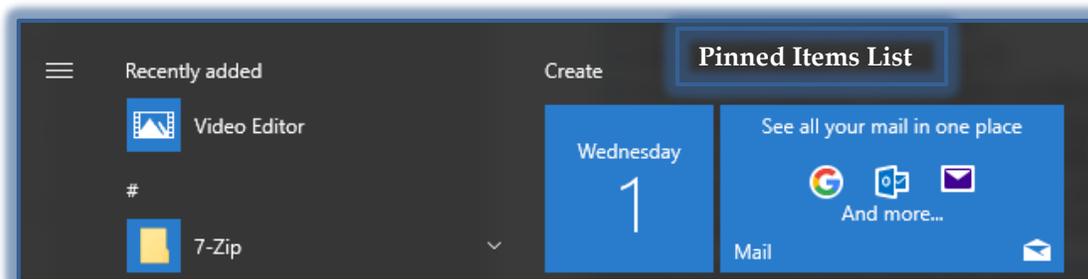
All Programs

- ✦ Click the **Start** button. This button is located in the lower left corner of the Start Menu.
- ✦ A list of program folders will appear in the left pane.
- ✦ Scroll down the list to locate the program.
- ✦ Click the program that is to be opened.



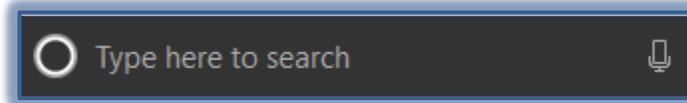
Pinned Items List

- ✦ Click the **Start** button.
- ✦ In the **Pinned Items List** click the program that is to be opened.



Search

- ✦ In the **Search** box, start inputting the name of the program that is to be opened.



- ✦ A list of items matching the word or phrase will appear in the right frame.
 - ✦ Click the program that is to be opened.
- or
- ✦ In the **Search** box, click the **Microphone** icon.
 - ✦ State what program is to be opened.
 - ✦ The program will appear at the top of the right side of the **Start Menu** and then open.

START MENU-CHANGE PICTURE

With Windows 10, it is possible to choose a picture that is associated with your user account. It is shown on screens or menus that display your user name, such as the Welcome Screen and the Start Menu.

- ✦ Click the **Start Menu** button.
- ✦ Click the **Settings** button. It is located on the bottom left of the **Start Menu**.
- ✦ The **Settings** window will display.
- ✦ Click the **Accounts** icon.
- ✦ The **Accounts** window will display.
- ✦ Click **Camera** to use your **Webcam** to create a picture.
- ✦ Click **Browse for one** to use a picture stored on your computer.
 - ✧ The **Open** window will display.
 - ✧ Select the folder where the picture is stored.
 - ✧ Select the picture that is to be uploaded.
 - ✧ Click the **Choose Picture** button to load the picture.



Settings
Button

